Los Alamos

NATIONAL LABORATORY

Business Operations DivisionBUS-5, Procurement
P.O. Box 1663, M/S P222
Los Alamos, NM 87545
(505) 667-6139; FAX (505) 665-7809

[DATE]

TO: PROSPECTIVE OFFERORS

SUBJECT: REQUEST FOR PROPOSAL (RFP) NO. H9172RFP9-31/PROFESSIONAL, TECHNICAL, AND GENERAL SUPPORT CONTRACT LABOR SERVICES

The University of California, operating the Los Alamos National Laboratory (LANL) under prime contract to the U.S Department of Energy (DOE), is requesting interested and qualified firms to submit offers in response to the subject RFP. For planning purposes, all recipients of this RFP are requested to advise, in writing, by close of business **TBD**, whether they intend to submit an offer.

This letter provides only an executive summary of the salient elements of the RFP; it is not an integral part of the RFP. In the event of any conflict between this letter and the RFP, the RFP data will prevail. Offerors are cautioned to carefully examine the entire RFP and the requirements contained therein.

It is anticipated that a labor hour (Indefinite Quantity) subcontract will be negotiated, or whichever subcontract type the University determines to be most appropriate.

The Subcontract will be for a basic period of five (5) years. The effective date of the subcontract is currently scheduled for May 1, 2001. If required, there will be a 30-day phase-in period beginning April 1, 2001, between successor and predecessor subcontractors. The phase-in portion of the work will be negotiated with the successful Offeror on a fixed-price or cost-reimbursement (no fee) basis.

- **Part A -** General Instructions, Conditions, and Notices to Offeror is provided as general information which describes specific requirements for proposal submittal.
- ${f Part}\ {f B}$ Representation, Certifications, and other Statements of the Offeror must be completed and returned with your proposals.
- **Part C** Proposal Preparation Instructions are provided; your offer must be submitted in accordance with these instructions. It is the University's policy to discourage unnecessarily elaborate proposals. Proposals should be prepared in a concise manner, consistent with Part C, to ensure that the resources of both the Offeror and the University are efficiently utilized. This RFP does not commit the University to pay any cost for the preparation and submission of proposals.
- **Part D** This document consists of the Proposal Evaluation and Source Selection Criteria which will be used to evaluate all qualified proposals.

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- 1. Proposals are due no later than 4:00 P.M. (local prevailing time) on **TBD**. Information regarding the place designated for the receipt of proposals is set forth in Part A of the RFP.
- 2. Offerors are cautioned regarding late proposals, modifications, and withdraw of proposals. Please reference Part A regarding more information on this very important issue.
- 3. A Source Selection Committee has been established to review and evaluate all proposals meeting the evaluation criteria set forth in Part D Proposal Evaluation and Source Selection Criteria.
- 4. Offerors are also cautioned that selection of the successful Offeror and award of a subcontract may be made without discussion with all Offerors. Therefore, your proposal should initially include the most favorable terms from a technical and pricing standpoint that your firm can offer. The University, however, reserves the right to request clarifying information, including cost data.

Part E – This document represents a model subcontract and will be the basis for the contractual relationship between the University and the successful Offeror. Blank areas, indicated by **TBD**> appearing throughout these documents will be completed at the time of award.

Offerors shall direct all oral and written communications regarding this solicitation to the Contract Administrator shown below. This includes any perceived need for clarifications regarding the technical requirements of the solicitation. Direct communication with any other LANL personnel regarding this solicitation is prohibited. Any such contact may result in an Offeror's proposal being eliminated from consideration for award at any time during the procurement process.

Julie Allen, Senior Contract Administrator P.O. Box 1663, Mail Stop P222 Los Alamos, New Mexico 87545 E-mail address: juliea@lanl.gov

If additional information is required, please contact the undersigned at (505) 667-6139.

Sincerely,

Julie Allen Senior Contract Administrator

Enclosures: Part A – General Instructions, Conditions, and Notices to Offeror

Part B – Representations, Certifications, and Other Statements of the Offeror

Part C – Proposal Preparation Instructions

Part D – Proposal Evaluation and Source Selection Criteria

Part E – Model Subcontract w/Enclosures